

BUREAU OF WATER

Delegated Construction Review Program (DRP)

A Guide to Participation in the DRP for Domestic
Wastewater Construction Permitting of Sewer Systems

October 1999



South Carolina Department of Health
and Environmental Control

Delegated Review Program (DRP)

DHEC's domestic wastewater permitting program has been streamlined by offering local public sewer entities to review the construction permit application package and specifically technical plan review. The DRP minimizes duplication of technical review and allows for a faster permitting process. For more information, contact:

Water Facilities Permitting Division
Bureau of Water
2600 Bull Street
Columbia, SC 29201
(803) 898-4300

Please visit our WEB site at: **www.state.sc.us/dhec/eqc/water**

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I. INTRODUCTION TO THE DELEGATED REVIEW PROGRAM (DRP)

The South Carolina Pollution Control Act and accompanying regulations require issuance of construction permits and permits to operate for wastewater collection systems. The regulations describe the necessary engineering and information submittals required for review by the Department in order to qualify a project for permitting. In addition, the regulations describe the need for proper installation in accordance with Department-approved plans and specifications (construction permit) and the issuance of a Permit to Operate prior to placing the system in service. Over the years, the Department has conscientiously and professionally, implemented the program. In light of State funding reductions, the Department was forced to eliminate State-funded positions related to the permitting of distribution and collection systems. In an attempt to minimize potential delays in permitting while meeting the current legislative requirements, the Department established a "Delegated Review Program" (DRP). This program is available to Publicly-owned Treatment Works (POTWs) that demonstrate they have an internal program for review of certain types of projects to be described in this information package. All POTWs that meet the requirements outlined and are subsequently approved for this activity will remain under periodic Department review.

This program has been designed such, that once the delegated entity has completed its review and obtained all appropriate approvals, the package will be forwarded to the Department for construction permitting. If the package is complete and other Department or Agency approvals are not required a construction permit will generally be issued within three (3) working days of receipt.

II. DESCRIPTION OF COVERAGE AND ELIGIBLE PARTICIPANTS

Any "Publicly-owned Treatment Works" (POTW) including any city, town, borough, county, parish, district, association, or other public body created by or under State law and having jurisdiction over disposal of sewage, industrial wastes, or other waste, or a designated and approved management agency under Section 208 of the Clean Water Act.

For construction permitting activities, any public or private entity (within the service area of the POTW with a Delegated Program) may submit plans and specifications packages through the POTW for streamlined permitting. This would, of course, be subject to the POTW's agreement to process the submittal in this fashion.

Under these circumstances, the POTW's delegated review coverage would be subject to the qualifications, criteria and other associated requirements outlined in this information package.

III. LAWS APPLICATION TO THE BUREAU'S PERMITTING PROGRAM

State and Federal laws apply to the Permitting Program of the Bureau. The State laws are the S. C. Pollution Control Act, the Administrative Procedures Act, Regulation 61-30, and Regulation 61-67. The Federal law is the Clean Water Act. A discussion of these laws and their relationship to the Bureau's permitting programs can be found in the following documents: "Sewer Permitting" "Wastewater Facility Permitting", "Industrial Pretreatment Permitting", Regulation 61-30, and Regulation 61-67.

IV. SUMMARY

It is the intent of the Department with the Delegated Review Program to insure that a consistent and professional review of all construction plans and specifications be provided. This program has been designed such that once the delegated POTW has completed its review and obtained all appropriate approvals, the submittal package for a SC DHEC Construction Permit will be processed and a construction permit issued generally within three (3) working days of receipt, provided the package submitted to the Department is complete. This process will maintain a high quality review and at the same time substantially reduce the turn-around time for SC DHEC construction permits.

V. QUALIFICATIONS AND CRITERIA FOR THE DELEGATED REVIEW PROGRAM

The following minimum criteria must be met:

1. The POTW must have a South Carolina professional engineer (P.E.) on staff or on permanent retainer.
2. The POTW must have no construction or engineering related Department enforcement action taken in the last three (3) years from the date of application for this program that have not been remedied to the Department's satisfaction.
3. The POTW must have no violations of a criminal nature over the past five (5) years from the date of application for this program that have not been remedied to the Department's satisfaction.
4. The POTW must have a standard set of specifications approved by the Department and on file no later than six (6) months after approval of the delegated review program.
5. The POTW must provide a written certification that design criteria utilized during the DRP reviews shall conform to Regulation 61-67.

VI. DEPARTMENT OVERVIEW PROCEDURES FOR THE DELEGATED ENTITIES

1. The Department will conduct a technical review a minimum of one (1) construction project submittal once every year with the typical expectation of one (1) technical review every six (6) months.
2. The Department may conduct a random technical review of any project at its discretion.
3. If subsequent enforcement and/or criminal action is taken against the POTW, the Department will rescind the delegation approval. The POTW can reapply when they can comply with the qualifications established above.

VII. DESCRIPTION OF PROJECTS COVERED BY THE DELEGATED REVIEW PROGRAM

The following projects will qualify for coverage under the delegated review program:

1. All gravity sewer line extension(s) for sixteen (16) inch diameter lines or smaller.
2. All pump station projects with a design size of 2,000 gpm or smaller.
3. All sixteen (16) inch diameter force main or smaller from pump stations tying onto gravity sewer.
4. This program does not include pressure sewers, STEP systems, small diameter sewer systems, projects involving wastewater treatment facilities (new, modification or expansions), or effluent outfall construction (gravity, force mains or pump stations) from wastewater treatment facilities.

As stated earlier, any public or private entity (within the service area of the POTW with the Delegated Program), may submit plans and specifications for construction projects through the POTW. It would be the responsibility of the Delegated POTW to submit the necessary plans and specifications to the Department.

VIII. APPLICATION FOR APPROVAL OF THE DELEGATED REVIEW PROGRAM

1. **Submittal Package.** A complete administrative package must be submitted. The submittal package must include the following:
 - a. A transmittal letter outlining the submittal package. This transmittal should clearly identify this as an application by a Delegated Review Authority.
 - b. Two (2) copies of the documentation for professional engineer (P.E.), either on staff or on permanent retainer.
 - c. Two (2) copies of the certification statement concerning enforcement and criminal actions. This certification must be signed by the POTW's authorized representative and legal counsel.
 - d. Two (2) copies of the proposed standard specifications, or a copy of a Department approval letter for standard specifications previously obtained by the POTW, or a written statement provided by the POTW that an approvable set of standard specifications will be submitted to the Department within six (6) months of the approval of the delegated review program. (Failure of the POTW to submit the standard specifications as indicated above, will result in the program approval being rescinded).
 - e. Two (2) copies of a written statement that design criteria utilized during the DRP reviews will conform to Regulation 61-67.

The submittal package should be sent to the attention of the Manager of the Construction Management Section at the following address:

South Carolina Department of Health and Environmental Control
Bureau of Water
2600 Bull Street
Columbia, SC 29201

Standard forms for submittal of the application package can be found in Enclosure A. An incomplete submittal will be returned. Therefore, please ensure the submittal package contains the correct number of copies of each item.

2. Administrative Processing of the Delegated Review Program Application:

The review of the DRP application package will be on a "first-come/first-serve" basis. Upon receipt of the application, the package will be assigned to a member of the Construction Management Section. The Construction Management Section will be responsible for the review and approval of the qualifications submittal for a DRP entity and for the approval of the standard specifications.

3. DRP Application Approval Action:

The Director of the Water Facilities Permitting Division will issue all DRP approval actions. A letter of approval for program delegation will be provided to the POTW, the EQC District Director, the 208 Planning Agency (if designated and delegated), OCRM (Office of Ocean and Coastal Resource Management), if applicable/Coastal Region and the Department's Enforcement Section. This approval will include specific conditions limiting the Department's responsibility for design and construction activities. It will also clearly outline the overview procedure and appropriate limitations and/or related conditions.

IX. CONSTRUCTION PERMIT APPLICATION FOR THE DELEGATED REVIEW PROGRAM

1. Administrative Package. A complete administrative package must be submitted. The submittal package must include the following:

a. Administrative Information:

- (1) A transmittal letter outlining the submittal package. This transmittal must clearly identify the project as a delegated program submittal.
- (2) The original SC DHEC Application for Permit to Construct, June 1995 version, properly filled out with the appropriate signatures and one (1) copy. A standard SC DHEC Permit to Construct application form is included in Enclosure B.
- (3) An application fee of \$75.00. Check should be made payable to SC DHEC Bureau of Finance.

- (4) A letter of acceptance from the entity providing the treatment of the wastewater. This letter should give the number of lots (if applicable), flow, etc., being accepted and it should include a statement on the owner and operation and maintenance of the proposed collection system. If the owner of the WWTP treating the wastewater will not own, operate and maintain the proposed sewer system, then a separate letter on the ownership and O&M from the responsible utility must be submitted.
- (5) The 208 Plan certification from the designated Council of Governments (COG) must be provided. A standard format request is included in Enclosure B along with a list of designated COGs and appropriate mailing addresses.
- (6) The OCRM certification (Coastal area) must be provided. A standard format request is included in Enclosure B along with a list outlining the appropriate counties within the OCRM area.
- (7) A Navigable Waters Permit for crossings of navigable waterbodies and/or any other related Agency approval letters (if required). For information regarding Navigable Waters Permitting a contact person is included in Enclosure B.
- (8) The delegated entity will indicate that a copy of the final plans are submitted to the appropriate consulting engineer.

b. Technical Information:

- (1) Two (2) sets of plans and specifications stamped by the consulting engineer (specifications will not be required when the POTW has approved standard specifications on file with the Water Facilities Permitting Division).
- (2) Two (2) copies of the appropriate design calculations including flow and pump station calculations with a copy of the pump curves. The flow calculations should be based on Regulation 61-67, Appendix A. These documents must be signed and sealed by the POTW's DRP review engineer.
- (3) Two (2) copies of an 8 ½" x 11" location map. This should be separate from the plans. Therefore, even if there is a location map on the plans, there still needs to be a separate map on an 8 ½" x 11" sheet of paper with one (1) copy.
- (4) One (1) copy of an overall layout sheet of the wastewater system separate from the plans. This layout must show the proposed sewer lines and their sizes and include existing streets and sewer lines. The proposed sewer lines must be highlighted to be easily identified. This sheet will be sent to the Department of Commerce when the project is permitted.
- (5) Two (2) copies of the easements necessary to build the project. This is not needed if the project is owned by a public entity with the right of eminent domain.

NOTE: The DRP construction package should be sent to the attention of the Manager of the Construction Management Section at the following address:

South Carolina Department of Health and Environmental Control
Bureau of Water
2600 Bull Street
Columbia, SC 29201

ATTENTION: DRP Construction Submittal

An incomplete submittal will be returned. Therefore, please ensure the submittal package contains the correct number of copies of each item. It should be clearly noted that DRP submittal packages will only be accepted from the approved POTW (either from the responsible official or the identified professional engineer for the POTW). No other submittals will be accepted under this program.

2. Processing of the DRP Construction Permit Submittal:

Upon receipt of DRP construction submittal, the project will be logged in. A verification will be made to insure all parts of the required package have been provided and that a valid delegation approval remains in effect.

The Construction Management Section will be responsible for issuing the SC DHEC Construction Permit with appropriate special conditions limiting the Department's responsibility for the design. For example, a statement will be added that the Construction Permit is issued based on the technical review being provided by the Delegated POTW; if deficiencies are subsequently identified, the Department may re-evaluate the Delegated POTW's application package and program approval.

The SC DHEC Construction Permit will be issued generally within three (3) working days from the date of receipt, provided the package is complete and other Department or Agency approvals are not required.

For non-delegated Program Construction permitting, the Construction Management Section will be responsible for issuing construction permits for all projects exceeding sewer, force main and pump size limitations noted or wastewater treatment plants upgrades. The Wastewater Management Section will be responsible for issuing construction permits for all new wastewater treatment plants and expansions of wastewater treatment plants.

ENCLOSURE A

DELEGATED REVIEW PROGRAM

**SAMPLE APPLICATION FORMS FOR APPROVAL
OF THE DELEGATED REVIEW PROGRAM**

DELEGATED REVIEW PROGRAM APPLICATION FORM
CERTIFICATION BY POTW PROFESSIONAL ENGINEER (P.E.) REVIEW

I certify that as the applicant, the following individual, _____, with South Carolina Professional Engineering Registration # _____, employed by POTW (or engineering firm/company/corporation, etc.) _____, will be responsible for all project reviews under the S. C. Delegated Review Program.

If this individual is on permanent retainer a copy of the appropriate contract documentation is attached to this certification. If more than one individual will be used, a copy of the additional names and professional engineering registration numbers must be attached.

I certify that the SC DHEC Water Facilities Permitting Division, Bureau of Water, will be notified immediately if either this individual no longer works for this organization or the retainer contract is terminated. An updated certification must be provided to the Department under these circumstances. I further certify that no submittals under the Delegated Review Program will be made without the review of a registered professional engineer from the State of South Carolina.

Attachments provided; please check yes or no.

Yes

No

1. Additional list of names and P.E. license numbers.

2. Retainer contract attached.

Dated this _____ day of _____, 19____

Applicant/POTW's Authorized Representative (Please Type)

Title (Mayor, City Manager, Commissioner, etc.)

Signature

**DELEGATED REVIEW PROGRAM APPLICATION FORM CERTIFICATION
BY POTW CONCERNING ENFORCEMENT AND CRIMINAL ACTIONS**

I certify that as the applicant for the S.C. Delegated Review Program (DRP), the POTW, _____, has had no construction or engineering related enforcement action either by Consent or Administrative Order through the Department in the last three (3) years from the date of this certification.

I further certify that to the best of my knowledge, there have been no violations of a criminal nature which have occurred in the last five (5) years from the date of this certification that have not been remedied to the Department's satisfaction.

Dated this _____ day of _____, 19____

Applicant/POTW's Authorized Representative (Please Type)

Title (Mayor, City Manager, Commissioner, etc.)

Signature

Staff Attorney/POTW's Legal Representative (Please Type)

Firm (if different from POTW)

Signature

DELEGATED REVIEW PROGRAM APPLICATION FORM
CERTIFICATION BY POTW CONCERNING STANDARD SPECIFICATIONS

I certify that as the applicant for the S.C. Delegated Review Program (DRP), the POTW _____, has or will do one of the following actions:

1. A standard set of specifications has been approved by the Department (DHEC) on _____. A copy of the approval letter and a copy of the updated standard specifications are attached if any changes are proposed.
2. Included with this submittal you will find two (2) copies of the standard specifications dated _____, submitted for Department review and approval.
3. Two (2) copies of standard specifications will be developed and submitted to the Department by _____. I understand this submittal must be provided within six (6) months from the Delegated Review Program Approval.

Attachments provided; please check yes or no.

Yes No

1. SC DHEC approval letter and one (1) copy of existing standard specifications.

2. Two (2) copies proposed standard specifications.

I certify that a copy of the approved standard specifications, when approved by the Department, must be maintained and be available for review. The standard specifications will be located at _____, after Department approval.

I also certify that any changes made to the standard specifications must be submitted and be approved by the Department prior to incorporation in the Delegated Review Program.

I understand that failure to submit approvable standard specifications within the six (6) month period after DRP approval will result in the termination of the Program by the Department.

Dated this _____ day of _____, 19____

Applicant/POTW's Authorized Representative (Please Type)

Title (Mayor, City Manager, Commissioner, etc.)

Signature

DELEGATED REVIEW PROGRAM APPLICATION FORM
CERTIFICATION BY POTW CONCERNING DESIGN CRITERIA

I certify that as the applicant for the Delegated Review Program, a program to streamline wastewater construction permitting, the POTW, _____, shall comply with the following:

Effective **June 28, 1996**, all design criteria submitted or utilized by the applicant for the Delegated Review Program shall conform to DHEC Regulation 61-67, Standards for Wastewater Facility Construction, latest edition.

I certify that I understand and acknowledge that the Department shall conduct an overview of the program and that the Department may conduct a random evaluation of any project at its discretion.

I also certify that I understand and acknowledge that the Department has the authority to rescind this delegation at its discretion.

Dated this _____ day of _____, 19____

Applicant/POTW's Authorized Representative (Please Type Person's Name)

Title (Mayor, City Manager, Commissioner, etc.)

Signature

ENCLOSURE B

DELEGATED REVIEW PROGRAM

**CONSTRUCTION PERMIT FORMS
FOR THE DELEGATED REVIEW PROGRAM**



CONSTRUCTION PERMIT APPLICATION Water and/or Wastewater Facilities

Bureau of
Water

SELECT ONE ☐ G Water Facilities ☐ G Wastewater Facilities ☐ G Water & Wastewater Facilities

I. **Project Name:** _____ County: _____

II. **Project Location** (street names, etc.): _____

III. **Project Description(s):** *Water System:* _____

Wastewater System: _____

Project Type (A-Z): Water: ____ Wastewater: ____ (See instructions for the appropriate project code)

IV. *Initial Owner's Name/Organization/Address/Phone/Fax:* [Time of Application] _____

V. *Final Owner's Name/Organization/Address/Phone/Fax:* [After Construction] _____

VI. **Name, Address, Phone of entity responsible for operation & maintenance** (if different from owner):

Water System: _____

Wastewater System: _____

VII. **Engineering Firm/Address/Phone/Fax/E-mail:** _____

VIII. **Is this project:** A) Part of a phased project? NoG YesG. If Yes, Phase _____ of _____

B) A revision/follow-up to a previously permitted project? NoG YesG. If Yes, Permit # _____

Date Approved: _____ Project name (if different): _____

C) Submitted based on: Schedule of Compliance or Order issued by DHEC? NoG YesG. Order # _____

D) Anticipating funding by the State Revolving Fund (SRF)? NoG YesG.

IX. **Are Standard Specifications approved by DHEC being used on this project?** NoG YesG. If Yes:

Water: Date Approved: _____ Approved for whom: _____

Wastewater: Date Approved: _____ Approved for whom: _____

X. **Wastewater Systems Only:**

A) Wastewater Type: Domestic G Process (*Industrial*) G Combined (*Domestic & Process*) G

B) Total design flow of the project not to exceed _____ GPD

C) *Sewers or Pretreatment* 1. Name of facility treating the wastewater: _____

2. NPDES/ND Number of facility in Item #1: _____

Treatment Systems 3. Date Preliminary Engineering Report (PER) approved: _____

4. NPDES/ND application submitted? NoG YesG Date: _____

Disposal Sites 5. Effluent Disposal Site (Description): _____

6. Sludge Disposal Site (Description): _____

XI. **Water Systems Only:**

Public water system providing water: _____ DHEC System ID #: _____

New water system? NoG YesG. If Yes, System name: _____

XII. Type of Submittal: Complete Section A (Standard) or Section B (Delegated Review Program - DRP).

A) Standard Submittal *must* include the following, where applicable:

- G 1. A transmittal letter outlining the submittal package.
 - G 2. The original construction permit application, properly completed, with two (2) copies.
 - G 3. Three (3) sets of signed and sealed plans/specs. Specs may be omitted if approved standard specs are on file with DHEC.
Note: For combined water and wastewater submittals four (4) sets of detailed construction plans are required. One additional plan sheet showing the proposed and existing (in the area of construction) water and wastewater lines (highlighted for identification) and their sizes.
 - G 4. Three (3) sets of the appropriate design calculations. WASTEWATER: Design flow (based on R.61-67, Appendix A) and pump station calculations, pump curve, etc. WATER: Recent flow test from a location near the tie-on site along with a copy of design calculations indicating the pressure maintained in the distribution system during instantaneous demand, during fire flow and flushing velocities achieved. Also, if applicable, the number and types of service connections, the well record form, pumping test results, etc.
 - G 5. Three (3) copies of a detailed 8½" x 11" location map, separate from the plans.
 - G 6. Three (3) copies of construction easements unless the project owner has the right of eminent domain.
 - G 7. A letter(s) from the entity supplying water and/or providing wastewater treatment stating their willingness and ability to serve the project, including pretreatment permits, if applicable. When applicable, the letter should include the specific number of lots being served.
 - G 8. A letter(s) from the entity agreeing to be responsible for the O&M of the water and/or wastewater system.
 - G 9. WASTEWATER SYSTEMS ONLY: Application fee enclosed \$ _____. (Refer to R.61-30, Fee Schedule).
- Note:** Other approvals may include 208 and OCRM certification, and navigable waterway permitting.

B) DRP submittal (treatment plants are not covered) *must* include the following, where applicable:

- G 1. A transmittal letter, signed by the professional engineer, noting this is a DRP submittal. The letter should state that the project has been reviewed and complies with R.61-58 and/or R.61-67.
- G 2. The original construction permit application, properly completed, with one (1) copy.
- G 3. Two (2) copies of the signed and sealed plans. One additional plan sheet showing the proposed and existing (in the area of construction) water and wastewater lines (highlighted for identification) and their sizes.
- G 4. Two (2) copies of the appropriate design calculations. WASTEWATER: Design flow (based on R.61-67, Appendix A) and pump station calculations, pump curve, etc. WATER: Recent flow test from a location near the tie-on site along with a copy of design calculations indicating the pressure maintained in the distribution system during instantaneous demand, during fire flow and flushing velocities achieved. Also, if applicable, the number and types of service connections, the well record form, pumping test results, etc.
- G 5. Two (2) copies of a detailed 8½" x 11" location map, separate from the plans.
- G 6. Two (2) copies of construction easements, unless the project owner has the right of eminent domain.
- G 7. DHEC's Ocean and Coastal Resource Management certification (for projects in applicable counties).
- G 8. DHEC's Water Quality Division permit for placement in navigable waters, and other Agency approvals.
- G 9. Wastewater Systems Only:
 - a) Letter of acceptance from the entity providing the treatment of the wastewater that, when applicable, includes the specific number of lots and flow being accepted.
 - b) Letter from the organization agreeing to be responsible for the O&M of the sewer system.
 - c) The 208 Plan certification from the appropriate Council of Governments (designated 208 areas), or from DHEC on the non-designated 208 areas.
 - d) Application Fee of \$75 for a collection/transmission system submitted as a DRP project.

Note: The DRP entity should ensure that a copy of the final approved plans are being returned to the design engineer.

XIII. Construction plans, material and construction specifications, the engineering report including supporting design data and calculations are herewith submitted and made a part of this application. I have placed my signature and seal on the engineering documents submitted, signifying that I accept responsibility for the design of this system, and that I have submitted a complete administrative package.

Engineer's Name (Printed): _____ Signature: _____

S.C. Registration Number: _____ Registered Professional Engineer

XIV. Prior to final approval, I will submit a statement certifying that construction is complete and in accordance with the approved plans and specifications, to the best of my knowledge, information and belief. This certification will be based upon periodic observations of construction and a final inspection for design compliance by me or a representative of this office who is under my supervision.

Engineer's Name (Printed): _____ Signature: _____

S.C. Registration Number: _____ Registered Professional Engineer

XV. I hereby make application for a permit to construct the project as described above. I have read this application and agree to the requirements and conditions and agree to the admission of properly authorized persons at all reasonable hours for the purpose of sampling and inspection.

Owner's Name (Printed): _____ Signature: _____

Owner's Title: _____ Date: _____

APPLICATION INSTRUCTIONS

Water/Wastewater Construction Permits

Purpose: This form must be completed as part of an application package submitted for DHEC approval of water and/or wastewater systems construction plans. A project may be submitted for both water and wastewater in the same package or they may be submitted separately. Most of the requested information pertains to both water and wastewater facilities; however, there are a few sections that apply only to wastewater submittals or water submittals. The required items should be checked to ensure that a complete administrative package has been submitted. If a complete administrative package is not submitted, the entire project may be returned.

Item by Item Instructions

- I. **Project Name:** Be specific and concise.
- II. **Project Location:** Give a general description of the location and the county in which the project is located.
- III. **Project Description:** [Water] Specify length and type of each size water line, number of fire hydrants, blowoffs, number and type of service connections, diameter and yield (if known) of well(s), size and type of tank, etc. If applicable, the location (latitude and longitude) of the well should be given along with the well type (I-IV). [Wastewater] Specify length and type of each size of wastewater line, number of manholes, number and size of pump station(s), number and type of service connections, and size and type of wastewater treatment facility (WWTF). Outfall lines, pump stations, diffusers associated with wastewater treatment facilities should be considered treatment systems and not collection systems. Also, list the type of project being proposed based on the following project codes:

PROJECT CODES

Water Project Types:

- | | | |
|------------------------------------|--|------------------------------|
| A. Distribution Lines | E. Ground Water Systems (Test Well) | I. Vending Machines |
| B. Distribution Lines/Pump Station | F. Ground Water Systems (Follow-up Well) | J. Chemical Feed |
| C. Pump or Booster Station | G. Ground Water Systems (One-step Well) | K. Other project, not listed |
| D. Storage Tanks | H. Bottled Water Systems | |

Wastewater Project Types:

- | | | |
|-----------------------------------|---------------------------------------|---|
| A. Gravity Sewer | F. WWTF Expansion (increase capacity) | K. Pretreatment System (expansion) |
| B. Gravity Sewer & Pump Station | G. New WWTF | L. Sludge Project |
| C. Pump Station and/or Force Main | H. WWTF & Sewer System | |
| D. Alternative Sewer (e.g., STEP) | I. Pretreatment System (new) | Y. Treatment System (needs NPDES/ND mod.) |
| E. WWTF Upgrade (modification) | J. Pretreatment System (upgrade) | Z. Other Project, not listed |

- IV. **Initial Owner's Name, Address, Telephone and Fax Numbers:** Owner of the construction project, their address, and their business telephone number and fax number, including area code, at the time of application.
- V. **Final Owner's Name, Address, Telephone and Fax Numbers:** Owner of the construction project, their address, and their business telephone number and fax number, including area code, after construction has been completed and operational approval granted by the Department.
- VI. **Name, Address, and Telephone Number of Organization Responsible for Operation and Maintenance:** If different from the project owner specify the name, address, and business telephone number. If same as owner, leave blank.
- VII. **Engineering Firm's Name, Address, Telephone and Fax Numbers:** Specify the engineering firm responsible for the design of the construction project, their address, and their business telephone and fax number, including area code.
- VIII. **Phased or Previously Permitted Project:** *Item A.* Specify if this project is part of a larger phased project. *Item B.* If the project has previously been permitted and is now being revised, identify the original project name (if different), the appropriate DHEC Construction Permit Number and the date the permit was issued. *Item C.* Indicate whether or not the project is being submitted in accordance with a Schedule of Compliance or an Order issued by DHEC. List Consent Order Number. For projects under enforcement, a copy of the application or cover letter should also be submitted to DHEC's enforcement section. Indicate whether the project is being funded by the State Revolving Fund (SRF) program.
- IX. **Standard Specifications:** If the design engineer, engineering firm or system has approved Standard Specs on file, check 'Yes' and give the approval date and the engineer, firm or system for which they are approved. If Standard Specs are not on file, check 'No'. **Note:** If you check 'No', then please submit three (3) sets of standard specs for approval. If you checked 'Yes' to standard specs being on file but are not being used on this project, then please submit three (3) sets of specs to be used on this project. [Wastewater] Standard specs may only be used for projects that involve gravity sewer and force mains. Separate specs must be submitted for pump stations, WWTF's. Specs approved for a specific project are not standards.
- X. **Wastewater Systems Only:**
- A. **Wastewater Type:** Please note whether the project involves strictly domestic sewage, which includes residential and commercial waste of normal strength, process (industrial) sewage or a combination of the above.
- B. **Total Flow:** Specify the average daily flow in gallons per day (GPD). Flow based on DHEC R.61-67, Appendix A. If the flow has already been accounted for at the WWTF, the additional flow would be zero. For any process (industrial) wastewater flow, additional calculations to support the flow rate should be submitted. For WWTF's or specific components at a WWTF, the total flow would be the facility's design capacity based on its effluent disposal permit, local pretreatment permit or the design capacity of the specific components being proposed.

C. **Effluent/Sludge Disposal Information:** If plans include only a collection and/or pretreatment system, complete 1&2. Specify name and NPDES/ND number of the WWTF treating the wastewater. Leave 3-6 blank. If plans include only a WWTF, complete 3&4 and leave 1&2 blank, unless an NPDES/ND number has been assigned. If the facility has an NPDES/ND number, then 1&2 should be completed. Specify the date of the engineering report approval and whether or not an NPDES/ND application has been submitted and date submitted. If plans include a collection system and WWTF, complete 1-4. If plans are for an effluent disposal site, complete 1-5. If plans are for sludge disposal site, complete 1-4&6.

XI. **Water Systems Only:** Specify the name and DHEC ID # of the public water system supplying the project with water. If a new water system indicate so and include the name of the system.

XII. **Type of Submittal Package:** If the project is a Standard Submittal from the engineer, all items under Section A should be submitted. If the project is submitted under the Department's Delegated Review Program, the items listed under Section B should be submitted by the delegated entity. [Wastewater] In accordance with the **Environmental Protection Fee Reg. 61-30**, a fee is required for submitting a Construction Permit Application for wastewater facilities, as follows:

WASTEWATER APPLICATION FEES			
Sewer System (delegated review)	\$75	Treatment System < 1.0 MGD	
Sewer System (DHEC review: based on length)		➤ Modification (no expansion)	\$400
➤ 1,000 feet or less	\$100	➤ Expansion	\$550
➤ 1,001 through 9,999 feet	\$200	➤ New	\$700
➤ 10,000 feet or more [or pump station(s) included]	\$350	Treatment System ≥ 1.0 MGD	
Pretreatment System		➤ Modification (no expansion)	\$550
➤ Oil/Water Separators or Air Stripper Systems	\$200	➤ Expansion	\$800
➤ All Other Pretreatment Systems	\$600	➤ New	\$1,050
[Note: Plant effluent systems are "treatment systems"]			

Note: 1. Only **CHECKS** accepted for payment. Make payable to SC DHEC/Bureau of Finance.
2. The application fee for combined sewer collection and treatment system is the total of both fees.

XIII. **Design Engineer:** The professional engineer must be registered in the state of South Carolina.

XIV. **Construction Engineer:** The professional engineer must be registered in the state South Carolina and must state that he/she will certify in writing that construction of the system is complete and in accordance with the approved plans and specs.

XV. **Owner's Name:** Print owner's name and title and have owner sign and date application. "Owner" is defined as follows:

A. **For a corporation:** by a responsible corporate officer defined as follows:

- a president, secretary, treasurer, or vice-president of the corporation in charge of a principle business function, or any other person who performs similar policy or decision-making functions for the corporation, *or*
- the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager via corporate procedures; *or*

B. **For a partnership or sole proprietorship:** by a general partner or the proprietor, respectively; *or*

C. **For a municipality, State, Federal, or other public agency or public facility:** by either a principal executive officer, major, or other duly authorized employee or ranking elected official. For purposes of this section, a principal executive officer of a Federal agency includes:

- the chief executive officer of the agency, *or*
- a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator, Region IV, EPA).

DHEC Processing Procedures

Standard Submittal Package: Three (3) copies are submitted to DHEC. Four (4) sets of construction plans are required for combined water and wastewater submittals. After permitting, DHEC files the original in the main project file, located in DHEC's Central office. DHEC sends a copy with the approved plans, specs and the construction permit to the design engineer (for projects permitted by the Water Facilities Permitting Division) or to the permittee (for projects permitted by the Industrial and Agricultural Wastewater Division) and to the appropriate EQC District Office. A separate application should be submitted to DHEC for each project and for WWTF's, each facility being constructed. As part of a statewide GIS program, the separate plan sheet is sent to the Department of Commerce.

Delegated Review Program (DRP): Two (2) copies of this document are submitted to the Water Facilities Permitting Division. The original is filed in the main project file, located in DHEC's Central Office. A copy is sent with the approved plans, specs and the construction permit to the appropriate EQC District Office. As stated above the separate plan sheet is sent to the Dept. of Commerce.

Information on Storm Water Program

Storm Water management and sediment control plan approvals are necessary prior to engaging in any land disturbing activity of more than two (2) acres not specifically exempted under the provisions of the S.C. Storm Water Management and Sediment Reduction Regulations. If approval under these regulations is given to activities that result in the disturbance of five (5) acres or more, Federal NPDES coverage under General Permit #SCR100000 is granted automatically. If you require additional information on stormwater permitting, or need application forms, please contact the Storm Water Permitting Section at (803) 734-5238.

DELEGATED REVIEW PROGRAM

COGs:

Council of Governments

Refer to listing (included) for the appropriate contact depending on the county in which the project is located.

OCRM:

Office of Ocean and Coastal Resource Management
SC DHEC
4130 Faber Place, Suite 300
Charleston, SC 29405

For all projects located in Horry, Georgetown, Berkeley, Dorchester, Charleston, Colleton, Beaufort and Jasper Counties.

Navigable Waters:

Jeffrey Havel, Permit Coordinator
SC DHEC
Water Quality Certification & Wetlands Section
EQC Waccamaw District Office
1705 Oak Street Plaza, Suite 2
Myrtle Beach, SC 29577
#(803) 448-1902

For all pipes crossing navigable streams.

The navigable waters of South Carolina have been identified in a map with an associated list prepared by the Department. Navigability is determined in accordance with the definitions of navigable waters contained in Section 49-1-10 and Regulation 19-450, Code of Laws of South Carolina, 1976, as amended.

Proposed projects with activities occurring in water bodies designated as navigable or in waters of uncertain navigability status, should contact the Department.

DATE:

TO:

SUBJECT: Request for 208/201 plan conformance certification

Please review the following project and complete Sections 10 and 11.

1. Project Name:
2. County:
3. General Location: See attached map.
4. Type of Action for Review: Construction Permit Request
5. Type Project:
6. Type Waste: Volume (GPD):
7. Disposal Method:
8. Consulting Engineer: Phone:
9. POTW Contact: Phone:
10. This project (is) (is not) in conformance with the 208/201 Plan.
11. Comments:

Signature of Certifying Officer and Title

Date

Return with any attached comments to the following address of the POTW participating in the Delegated Review Program:

Name: _____

Address: _____

City: _____

208 DESIGNATED WATER QUALITY MANAGEMENT AGENCIES

S. C. Appalachian Council of Governments
P. O. Box 6668
Greenville, SC 29606

Executive Director - Bob Strother
208 Water Quality Contact - Steve Pelissier Telephone: 242-9733
Counties served: Anderson, Cherokee, Greenville, Oconee, Pickens, Spartanburg

Central Midlands Reg. Planning Council
236 Stoneridge Drive
Columbia, SC 29210

Executive Director - Don Hinson
208 Water Quality Contact - Phil Slayter Telephone: 771-0887
Counties served: Fairfield, Lexington, Newberry, Richland

Waccamaw Council of Governments
1230 Highmarket Street
Georgetown, SC 29440

Executive Director - C. Kenneth Thompson
208 Water Quality Contact - Jan Davis Telephone: 546-8502
Counties served: Georgetown, Horry, Williamsburg

Berkeley-Charleston-Dorchester COG
5290 Rivers Avenue, Suite 400
Charleston, SC 29406-6357

Executive Director - Ronald E. Mitchum
208 Water Quality Contact - Tom Hansen Telephone: 529-0400
Counties served: Berkeley, Charleston, Dorchester

Lowcountry Council of Governments
P.O. Box 98
Yemassee, SC 29945

Executive Director - Charles Bickley
208 Water Quality Contact - Brian Matthews Telephone: 726-5536
Counties served: Beaufort, Colleton, Hampton, Jasper

NON-DESIGNATED AREAS

Contact: SC DHEC - Doug Fabel

Note: The Department will handle these certification requests internally once the project is received.

DATE:

Office of Ocean and Coastal Resource Management
SC DHEC
4130 Faber Place, Suite 300
Charleston, SC 29405

The following project will be submitted to the Department of Health and Environmental Control, Bureau of Water for permitting under the Delegated Review Program. Enclosed is information on the project and the contacts, if needed:

Name:

General Location: See attached map.

County:

Type Project:

Type Waste:

Volume (GPD):

Disposal Method:

Consulting Engineer: Phone:

POTW Contact: Phone:

The OCRM certification (when available) should be mailed to the POTW participating in the Delegated Review Program.

Name: _____

Address: _____

City: _____

ENCLOSURE C

DELEGATED REVIEW PROGRAM

**ADMINISTRATIVE/APPROVAL FORMS
FOR THE DELEGATED REVIEW PROGRAM**

DELEGATED REVIEW PROGRAM
SC DHEC CHECKLIST FOR APPLICATIONS

Applicant Name: _____

POTW Mailing Address: _____

The following checklist will be utilized to determine if a complete application package has been submitted:

<u>Item</u>	<u>Yes</u>	<u>No</u>
1. Transmittal Letter	_____	_____
2. Certification of P.E. (Two (2) copies)	_____	_____
3. Certification of Enforcement	_____	_____
4. Certification of Standard Specifications. (Two (2) copies) with one of the following:		
a. Prior SC DHEC approval letter with one (1) specification copy (if changes proposed)	_____	_____
b. Proposed standard specifications. (Two (2) copies)	_____	_____
c. Future submittal (included in certification letter)	_____	_____
5. Certification of Design Criteria; R.61-67. (Two (2) copies)	_____	_____
The application package is complete:	_____	_____

Incomplete package returned on: _____

Comments: _____

SC DHEC Approval Of Delegated Review Program On: _____

SC DHEC Denial of Delegated Review Program On: _____

RE: Application for Delegated Review Program
Incomplete Submittal

Dear

The application for the Delegated Review Program is being returned as incomplete. Please see the attached SC DHEC checklist outlining deficiencies in the overall submittal. Please note that review of the DRP packages will be on a "first-come, first-serve" basis for complete submittals. When the noted items are included and a complete package provided to the Department, a project engineer will be assigned.

If you have any questions, please do not hesitate to call.

Sincerely,

Wayne Stokes, Manager
Construction Management Section
Water Facilities Permitting Division
Bureau of Water

cc: Director, Water Facilities Permitting Division

Attachment

RE:

Dear

On behalf of the South Carolina Department of Health and Environmental Control, I am pleased to inform you that the application for Delegated Program Review (DRP) submitted to the Department on _____, is hereby approved. With this approval, you are now eligible to participate in the Delegated Review Program based upon the certifications provided along with the technical and administrative procedures included in your application.

As outlined in the DRP Information Package (copy attached), the following conditions apply:

1. The Department will overview the implementation of the Delegated Review Program with a minimum of one (1) technical review every year with the expectation of one (1) review every six (6) months.
2. The Department may conduct a random review of any project at its discretion.
3. The Department has the authority to rescind this approval and delegation at its discretion.

Please note that review or approval of this application package, or future submittals of design calculations, drawings or other documents by or for the Department does not relieve the applicant of its responsibility to properly plan, design, build and effectively operate and maintain the treatment works as required by law, regulations, permits and good management practices. The Department is not responsible for increased costs resulting from defects in the plans, design drawings and specifications or other sub-agreement documents. The South Carolina registered professional engineer certifying the project retains full responsibility for defects and omissions in process, structural, soils, mechanical, electrical and all other specific engineering discipline areas.

This approval of the Delegated Review Program is effective as of the date of this correspondence and will expire upon written notification by the Department.

Sincerely,

Jeff deBessonnet, P.E., Director
Water Facilities Permitting Division
Bureau of Water

cc: District Director
208 Management Agency
OCRM (if applicable/Coastal Region)
SC DHEC Enforcement
Wastewater Management Section Manager
Construction Management Section Manager

DELEGATED REVIEW PROGRAM
SC DHEC CHECKLIST FOR CONSTRUCTION SUBMITTALS

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
1. Transmittal letter noting DRP submittal.	_____	_____	_____
2. The original Application for Permit to Construct, <u>June 1995 version</u> , and one (1) copy.	_____	_____	_____
3. Application fee of \$75.00. Check made payable to SC DHEC Bureau of Finance	_____	_____	_____
4. Two (2) copies of plans and specifications (omit specs if you have approved standards specs).	_____	_____	_____
5. Two (2) copies of appropriate design calculations including flow and pump station calculations with a copy of the pump curve(s). The documents <u>must be</u> signed and sealed by DRP POTW's review engineer.	_____	_____	_____
6. Two (2) copies of a 8 ½" x 11" detailed location map (must be separate from plans).	_____	_____	_____
7. One (1) copy of overall layout sheet of the wastewater system separate from the plans. This layout must show the proposed sewer lines and their sizes and include existing streets and sewer lines. The proposed sewer lines must be highlighted to be easily identified.	_____	_____	_____
8. Two (2) copies of easements unless the project owner has the right of eminent domain.	_____	_____	_____
9. A letter of acceptance from the entity providing the treatment of wastewater. If the owner of the WWTP will not own, operate and maintain the proposed sewer system, then a separate letter on the ownership and O&M from the responsible utility must be submitted.	_____	_____	_____
10. One (1) copy of the 208 Plan Certification (from designated COGs only).	_____	_____	_____
11. One (1) copy of the OCRM Certification (if applicable).	_____	_____	_____
12. One (1) copy of the Navigable Waters Permit (if applicable).	_____	_____	_____

Construction submittal is complete: _____

Incomplete package returned on: _____